MCRC FROST CALL 021-02 DATED 8 MARCH 2002

From: Commanding General, Marine Corps Recruiting Command

Subj: ELECTRONIC PERSONNEL SECURITY QUESTIONNAIRE (EPSQ)
IMPLEMENTATION INSTRUCTIONS FOR SUBMISSION OF ALL
CLEARANCE INVESTIGATIONS TO DEFENSE SECURITY
SERVICES (DSS) COMMENCING 1 APRIL 2002

Ref: (a) MCRC Frost Call 041-00 dated 15 Sep 00
       (b) MCRC Frost Call 016-02 dated 28 Feb 02
       (c) MCRC Frost Call 002-02 dated 16 Oct 01

Encl: (1) EPSQ 2.2 Version Download Instructions
       (2) SF-86 Worksheet for EPSQ Version 2.2
       (3) Subject Edition/Security Officer On-Line
           Instructions

1. Purpose. To notify all levels within Marine Corps
Recruiting Command (MCRC), of the implementation
instructions to re-initiate the Electronic Personnel
Security Questionnaire (EPSQ) Version 2.2.

2. Background. The EPSQ 2.2 is an electronic version of
the National Agency Check (NAC), SF 86. The EPSQ allows
Defense Security Services (DSS) to expedite the security
processes for clearances. The EPSQ was designed to replace
the paper version NAC SF-86. MCRC will initiate an EPSQ
on **all** enlistments and or accessions into the Marine Corps.
Submission of EPSQ's is still limited to those accessions
whose enlistment program or reserve MOS requires a Secret
Clearance. Top Secret clearance will be per reference (b).

3. Information.

   a. Department of Defense (DoD) has directed the
Department of the Navy (DoN) to return all clearance
investigative requests to Defense Security Services (DSS).
**Effective with close of business (COB) 22 March 2002 no
work will be sent to the Office of Personnel Management
(OPM), and reference (a) is cancelled. Effective 1 April
2002, all clearance investigation work, excluding work
contained in reference (b), will be electronically sent to
DSS using the EPSQ Version 2.2.** Reference (c) is no longer
applicable, once all OPM work is verified received by the
MEPS LNCO to OPM or poolee is shipped to recruit training.

   b. The EPSQ can be downloaded from the Internet DSS Web
Site. The DSS website is: **www.dss.mil. The DSS Website
has many helpful links, to include the EPSQ Version 2.2
download instructions, User Guides and Instructional
Manuals.** Enclosures (1) through (3) are provided from the

DSS Website. Problems of a technical nature can be addressed to DSS's Customer Service Call Center at toll free number: **1-800-542-0237.**

c. In addition to electronically submitting the EPSQ to DSS, there is a requirement to submit releases to DSS to initiate the basic investigation work. Releases can be mailed or scanned. If you have access to a scanner, scan (image file) and attach the **SIGNED General Releases and Medical Releases** to the EPSQ for each User Form and send to DSS. Ensure you scan the bottom of the release so that it includes the Signature, Typed Name, Subject's SSN, and the Signature Date. If scanning is not possible the **SIGNED General Releases and Medical Releases** can be mailed to DSS. Upon receipt the releases will be scanned into DSS's Case Control Management System (CCMS) for investigators use. The address for releases is:

National Agency Records Processing Group (NARP)
Defense Security Service
601 10th Street Suite 125
Fort George G Meade MD 20755-5134

d. Currently MCRC G-6 is developing a solution to allow the Automated Enlistment Package (AEP) to create an EPSQ. Functionally, it allows for one time data entry into the AEP. The common data existing in the AEP for the SF-86 will appear in the EPSQ. The EPSQ version 2.2 will still be used, but not have to be a stand-alone system requiring dual data entry, AEP and EPSQ. If this technical endeavor is not accomplished prior to the 1 April 2002, there will be a requirement to use the EPSQ Version 2.2 as a stand-alone system to accomplish the DoD directive to send all work to DSS. It is expected, this will only be a short termed inconvenience.

4. Action.

a. Recruiting Stations (RS's): The following action is required to allow for implementation of the EPSQ to DSS:

(1) Ensure all RSS's download the following from the DSS Website: www.dss.mil

(a) **SUBJECT EDITION** of EPSQ Version 2.2.

(b) **SF-86 Worksheet,** to be locally reproduced and filled out by applicant's. This will provide the RSS recruiters the required information to create an EPSQ.

(c) **Subject Edition On-Line Instructions,** to be kept on file at RSS for ready reference for EPSQ work.

(d) The RS provides all RSS's with a supply of 3.5 Hardisks to facilitate use of importing EPSQ by Security Officer by the MEPS LNCO.

(e) Ensure that all NWA's scheduled for contracting at the MEPS, arrive with an EPSQ Hardisk on date of processing.

(2) Ensure all RS's (i.e. MEPS LNCO and OSO) download the following from the DSS Website: www.dss.mil

(a) **SECURITY OFFICER EDITION** of EPSQ Version 2.2.

(b) **Security Officer Edition On-Line Instructions,** to be kept on file as a ready reference for MEPS LNCO and OSO EPSQ work.

(c) The RS provide MEPS LNCO and OSO a supply of 3.5 Hardisks to facilitate use of exporting and filing the EPSQ by Security Officer for future use.

b. Sequential instructions for completing an EPSQ and submission to DSS:

(1) Recruiters/OSA annotate the AEP/EPSQ software at the RSS level using the SF-86 Worksheet.

(2) Recruiters/OSA saves EPSQ SUBJECT Version to 3.5 Hardisk. Label disk with NWA's SSN/PASSWORD assigned.

(3) Recruiters/OSA place hardisk in applicants package for Security Officer (MEPS LNCO or OSO) use in processing.

(4) MEPS LNCO/OSO imports the file into the Security Officer Edition. After import recommend validating USER FORM at this time.

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(5) MEPS LNCO/OSO creates Security Officer Information on NWA.

(6) MEPS LNCO/OSO validates Security Officer Information.

(7) MEPS LNCO/OSO print **USER FORM** and **SECURITY INFORMATION**.

(8) MEPS LNCO/OSO screen NWA and make any necessary corrections to the EPSQ using the **MODIFY** option. Revalidate and reprint the **USER FORM.**

(9) MEPS LNCO/OSO has NWA sign the EPSQ and Release Form and Medical Release Form. (3 signatures required)

(10) MEPS LNCO/OSO copies the USER FORM and SECURITY INFORMATION and place in the document side of the SRB.

(11) MEPS LNCO if NWA makes any changes during the PEI Interview annotate changes, repeat steps (8)(9) & (10).

(12) MEPS LNCO/OSO to transmit the EPSQ to DSS both the **SUBJECT** and **SECURITY FORMS** must be certified. Go to **CERTIFY, CERTIFY USER FORM,** and choose NWA/Poolee from list. Enter dates all forms will be signed. **For NWA's enlisting for a Program, which requires a SECRET clearance, enter 41 as the appropriate DoD Investigative Priority Code in the two-position data field on the Security Officers Certification Screen of the EPSQ.** All TOP SECRET work refers to instructions contained in reference (b).

(13) MEPS LNCO/OSO goes to **COMMUNICATIONS, TRANSMIT USER FORM TO DSS.** Make a file on your C: Drive. Name the file using the last 4 digits of the SSN (i.e. 1234.z20).

(14) MEPS LNCO/OSO goes to your email program, compose an address TO: epsq20@epssq.dssmil, attach the z20 file and send to DSS.

(15) MEPS LNCO saves on C: Drive by month of DEP-IN/OSO by month submitted, as a source for future use.

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(16) MEPS LNCO/OSO goes to DSS Website Receipt
System or uses the following: https://sclient.dss.mil/epsq.
Enter the SSN, or multiple SSN's of your submitted EPSQ's.
The receipt system will verify receipt or if not listed
after .72 hours from date of submission, resubmit following
steps (13) and (14). Print off receipt and file copy with
SRB copy of the EPSQ. **NOTE: If an EPSQ is transmitted to
DSS, and the poolee is shipped to recruit training prior to
receiving a transmitted receipt, the MEPS LNCO will make
the following entry on the DD1966/4 Section VI- REMARKS:**

'**Poolees (Program/QSN) assigned in MCRISS on (Date). Poolee
was shipped to recruit training on (Ship Date). Poolees
EPSQ was transmitted to DSS on (Date). A verification
receipt WAS NOT OBTAINED prior to Ship Date. RLS check to
verify receipt to DSS via the DSS EPSQ Receipt System"**.

c. Districts/Regions/Recruiters School: Ensure
compliance at the RS level for all facets of the submission
of the EPSQ. Incorporate changes to MEPS LNCO, NCOIC, and
Recruiters School Courses for the implementation of EPSQ.

d. The EPSQ Subject Edition 2.2 contains the following
user tools for the Recruiter/NCOIC/OSA:

CREATE   MODIFY   VALIDATION   REPORTS

COMMUNICATIONS   UTILITIES   HELP   EXIT

(1) There are 43 Modules contained in the
EPSQ, modules 1 - 10 contain the most data, modules 11 - 16
contain minimum data, and modules, 17 - 43 are yes/no
Questions.

(2) Utilizing the SF-86 Worksheet, the recruiter
will create an EPSQ record using the worksheet information.

(3) Go to **CREATE, USER FORM,** and a panel will
appear with SSN and PASSWORD. Enter SSN of the applicant/
poolee in which you are submitting the EPSQ.

(4) The next panel is the **ORIGINATOR,** all DOD work
will use: **1. Military/U.S. Government.**

(5) The next panel is **TYPE OF FORM,** all requests will be: **REQUEST FOR SECURITY CLEARANCE (SF-86).**

(6) The next panel is **TYPE OF INVESTIGATION.** ALL MCRC work will be the 2nd category **NATIONAL AGENCY CHECK (NAC or NACLAC).**

(7) The next panel is Module 1: **Personal Information.** You will enter the required data using the data from the SF-86 Worksheet. On the bottom of each panel is a user guide on input requirements. Also the user tool HELP, can be utilized. You must complete each panel before going onto the next panel. You will go through all 43 modules, inputting the required data on your subject. Note: **Blank spaces and date gaps will cause errors on the record.**

(8) When all panels are completed you will get the **REQUEST FOR SECURITY CLEARANCE - MODULE LIST.** It will show all 43 modules and the validation status will be **NV.** Hit **EXIT,** go to VALIDATION Option, and go to **USER FORM,** enter SSN of subject or use Users Forms List for subject SSN. Select OK, this will validate the form as correct or show errors for each module that is incorrect. After the **VALIDATION,** the panel will show: **PRINTER or SCREEN.** Choose **PRINTER** and the Validation Report will be printed with discrepancies. Correct all discrepancies by clicking **MODIFY,** then **USER FORM.** Open the Modules with the **NV** and make corrections using the Validation Report as source of errors. Once all Modules corrected, repeat the Validation steps until all the Modules show "**V**". Now go to **PRINT, USER FORM,** the next panel will show Output Option with three choices. Recommend top option, **SEND TO PRINTER (Include Instructions /Privacy Act Notice Text).** This action will print a copy of the report for file and the processing.

(9) Now you will prepare your file for the Security Officer (MEPS LNCO/OSO). Select **COMMUNICATIONS,** and select **PREPARE FILE TO GIVE TO SECURITY OFFICER.** Select a file name (i.e. last four of SSN) and file directory (recommend A: to save to 3.5 hardisk) for EPSQ prepared. Click **OK** to export file information, click **OK** after the name and location of prepared file is displayed. Place the hardisk in the enlistment package for MEPS LNCO or OSO. Include the file name and password assigned.

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Note: Passwords **can be** established by the RS for all
Subject Version users (RSS/OSA) and then provided to
Security Managers (MEPS LNCO/OSO).

     e. The EPSQ Security Officer Edition 2.2 contains the
following user tools for the MEPS LNCO/OSO:

    CREATE   **MODIFY**   **VALIDATE**   **PRINT**   **CERTIFY**

    COMMUNICATIONS   **UTILITIES**   **HELP**   **EXIT**

          (1) The first panel check **MILITARY/CIVILIAN**.

          (2) Complete requirements regarding organization.

          (3) Create **USER ID** and **PASSWORD**

          (4) To import Subjects Data to the Security
Officer, click **RECEIVE USER FORM**, select the drive (A:),
and the file you want to import from the list of files.
Enter the password for the form you wish to import
(included with the hardisk), and press **OK.**

          (5) Enter SSN, click **YES** to confirm correct SSN.
Begin to enter security information data. Fill in the
information on the next screens or panels, i.e. addresses,
requestor info, etc. **RS USE THEIR RUC'S IN ORGANIZATION
CODE BLOCK, AND IDENTIFY IN NEXT BLOCK AS A UIC.** The next
panel will be **TYPE of INVESTIGATION, check NAC-MILITARY.**
Next panel input is obvious. At Panel 7, the Security
Officer must input their Personal Information.

          (6) Enter **SSN** or click **LIST OF USER FORMS**. The
software will display number and nature of errors. Print
results, and use the **MODIFY** option to correct all errors
and revalidate.

          (7) Select **PRINT,** and choose **SECURITY INFORMATION**.
Enter **SSN** or click **LIST OF USER FORMS**, highlight name and
click **OK.** Report will be printed. Reminder Validate and
print the User Form and Security Information BEFORE you
complete the certification process. Certify the form
BEFORE you attempt to transmit the User Form and Security
Information to DSS.

(8) To transmit the file to DSS, MCRC recommends using email. Go to **COMMUNICATIONS/TRANSMIT USER FORM TO DSS/CREATE EMAIL ATTACHMENT.** Create a file name (i.e.1234.z20) and click **OK.** Select NO MORE THAN FIVE (5) FILES, (Use shift key and mouse to select multiple files). Click OK to export. The email address for DSS is: epsq20@epsq.dss.mil. Attach scanned release forms as email attachments. If not scanned mail release forms to:

National Agency Records Processing Group (NARP)
Defense Security Services
601 10th Street Suite 125
Ft Meade, MD 20755-5134

(9) Recommend transfer file to C: Drive, saved by month (i.e. 15 day increments, 1-15 April, 16-30 April).

(10) To verify receipt of EPSQ transmission to DSS, use their receipt system. Wait for 24-48 hours and go to www.dss.mil and find the icon for EPSQ receipt system or go to https://sclient.dss.mil/epsq. Enter the SSN's you are checking on (system allows 15 SSN's to be verified at one time). If the system shows receipt print page and attach to printed copy to EPSQ for SRB. If not received check 24 hours later and if still not listed retransmit following step (8) above. Receipts remain on the system for 180 days.

f. Recruit Liaison Sections MCRD. The RLS at each Depot will be familiar with the contents of this frost call. **RLS Interviewers will use the DSS website, in accordance with paragraph 4.b.(16) of this frost call, to verify receipt of the clearance investigation on any recruit shipped who requires a SECRET Clearance and NO RECIEPT is attached to the EPSQ paper copy in the SRB.**

g. Helpful Hints and additional guidance:

(1) Using Function Keys in EPSQ:

(a) **F1** Displays Help of Field cursor is in.
(b) **F2** Add REMARKS to current Field
(c) **F5** Deletes entire entry of Module
(d) **F7** Add a New Entry (i.e. relative, residence, or employment).
(e) **F8** Moves cursor to 1st field of Previous Entry

      (f) **F9** Moves cursor to 1st field of Next Entry
      (g) **F10** Go to Previous Module
   (h) **F11** Go to Next Module

    (2) **Date GAPS** cause validation errors, especially
in modules for residences, schools, and employment. For
example; if the Employment Module 20, it asks for all
employment since age 16, even though the applicant may not
have worked until he was 17, the period from his 16th
birthday until date employed must be shown as UNEMPLOYED.
Day for day must be accounted for.

    (3) Module 26 – Your Police Record and Other
Offenses, asks in the last 7 years have you ever been
arrested or convicted for any offenses not listed in
Modules 21-25. If there is any arrests/convictions
(excluding Traffic offenses with Fines $150 or less, unless
the offense was alcohol or drug related) beyond the 7- year
window it must be documented. This information is
important and can be entered into the Module 26 Remarks
section, by clicking the **Remarks** button or Function Key **F2**,
or entered into the **General Remarks Module 43.**

    (4) Module 27 - Illegal Use of Drugs/Drugs
Activities, asks for any use in past 7 years. If there is
any illegal drug use beyond the 7- year window it must be
documented. This information is important and can be
entered into the Module 27 Remarks section, by clicking the
Remarks button or Function Key **F2**, or entered into the
General Remarks Module 43.

5. Point of contact for functional questions at Recruiting
Stations is their respective District. Technical questions
i.e. downloading, should be referred to District ISMO's.
Districts and Regions may contact M.J. Styka, MCRC G-3
Enlisted Operations, at commercial (703) 784-9403 or DSN
278-9403.

D. L. MCMANUS
By direction

DSS
EPSQ

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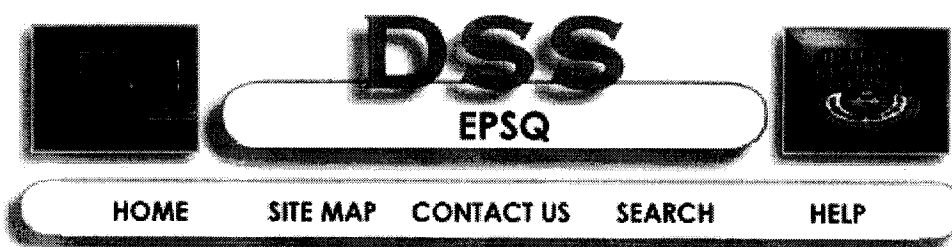
Subject Edition On-Line Instructions

Introduction   The Subject can use EPSQ with ease and efficiency. When entering security-related data, the Subject may use either the Subject Edition of EPSQ or the Security Officer Edition of EPSQ. The simple step-by-step process of how the Subject enters information into the software is detailed below.

Step	Action
1	Prepare all personal information needed for the security information forms.
2	Enter required data into EPSQ.
3	Use EPSQ to validate your forms.
4	Print copies of completed forms for your records.
5	Forward completed forms and password to your Security Officer via e-mail, LAN, or by using the Security Officer's computer.

Note: The information saved in EPSQ is password protected and encrypted. Transmission of EPSQ data is fully protected by 56-bit encryption.

Necessary Preparations   Users may find EPSQ an easier task if they are well prepared. Depending on the type of security investigation being conducted, the Subject must document personal activity dating **five to ten years** into the past. Remember: EPSQ will only speed up the process of security investigations if the Subject's information is complete and accurate.

The following table is a checklist of all the information that will be required.

Required Information	Information Complete?
Personal Information – Name, date, place of birth, physical characteristics	
Other Names Used – Any other names you have used	
Citizenship – Current citizenship, including naturalization or alien registration if applicable	
Where You Have Lived – All your residences for the past 5 to 10 years (Check with your Security Officer)	

Where You Went to School – Education in the last 5 to 10 years (Check with your Security Officer); if none during that period, provide last school attended after high school, if any	
Employment Activities – Provide continuous history of employment, unemployment, self-employment for the past 5 to 10 years (Check with your Security Officer), including any federal civil service since your 16th birthday	
People Who Know You Well – Name, address, and phone number needed for 3 people	
Spouse – Current and former spouse(s)	
Relatives and Associates – Names, address, citizenship	
Citizenship of Relatives and Associates – Additional citizenship information about certain close relatives born outside the U.S.	
Military History – All service in U.S. and/or foreign military organizations	
Foreign Activities – Foreign property ownership, contacts, and passports	
Military Record – Any less than honorable discharge	
Selective Service Record – Selective service registration number or exemption	
Medical Record – Any consultation/treatment with health professional for mental health related condition during last 7 years, including name, address, phone number of provider	
Employment Record – Details on certain employment terminations	
Police Record – Charged or convicted offenses, including name of law enforcement agency and location of court	
Illegal Use of Drugs/Drug Activities – Any use in past 7 years, including use while on job, in sensitive position, etc.	
Alcohol Use – Treatment and/or counseling in last 7 years	
Clearances/Investigations Record – Others held, denied, revoked, suspended	
Financial Record – Bankruptcies, repossessions, wage garnishments, tax liens, unpaid judgments, delinquencies	
Public Record Civil Court Action – Any in last 7 years not covered elsewhere in form	

Association Record – Association with, and/or participation in, organizations advocating violent overthrow of U.S. Government	

Getting Started   The following table contains instructions on how to complete your security questionnaire using EPSQ.

Step	Step Name	Actions
1	Enter EPSQ software & Create User Form	Select "Create" from the menu toolbar and choose "User Form."
2	Type of Form	• Choose the type of security clearance form (e.g., SF86) you will be completing from the "Type of Form" box. • Click "OK."
3	Type of Investigation	• Select the type of investigation (e.g., Single Scope Background Investigation) you are requesting from the "Type of Investigation" box. • Click "OK."
4	Privacy Act Statement	Review Privacy Act information and click "enter" to continue.
5	Create Password	• Enter your Social Security Number in the "User Login" box. • Type in a password. • Retype the password to verify it. • Click "OK."
6	Type of Organization	• Select the type of organization from the "Organization Type" box that most closely resembles your organization. • Click "Next."
7	Confirm SSN	• Confirm that the SSN you have entered is correct. • Click "Yes."

| 8 | Complete Forms | Following the "Necessary Preparations" section above, enter all requested personal data into EPSQ. |

Modifying & Validating EPSQ

The following table shows you how to edit your EPSQ user form.

Step	Step Name	Actions
1	Enter EPSQ software	Select "Modify" from the menu toolbar and choose "User Form."
2	Login to EPSQ	Enter your SSN and password in the login box.
3	Select Module	• Choose the item of information that you wish to edit. • Click "OK." • Make all necessary corrections.
4	Validate Your Form	• Select "Validation" from the menu toolbar and choose "User Form." • EPSQ displays number of errors that were found on your form. • Either view errors on line or print out results. • Correct all errors. • Save validation report on your computer. • Exit process by selecting the exit option and click "OK."

Printing & Sending EPSQ

The following table shows you how to print, save, and send your prepared EPSQ information to your Security Officer.

Step	Step Name	Actions
1	Print Your Form	• Select "Print" from the menu toolbar and choose "User Form." • Select "Print to DSS." • Send report to printer or computer screen and click "OK."

2	Send Your File to the Security Officer	• Select "Communications" from the menu toolbar and choose "Prepare file to give to Security Officer." • Select a file name and directory for the work you have prepared. • Press "OK" to export file information. • Press "OK" after the name and location of the prepared file is displayed.
3	Giving File to Security Officer	Send your file and your password to your Security Officer via one of the following options: • e-mail (as an attachment) • diskette • copy file to a shared LAN drive

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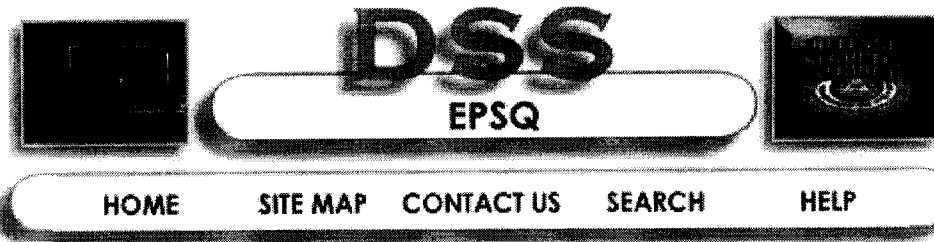
Security Officer Edition On-Line Instructions

Introduction   EPSQ will simplify the job of the Security Officer. EPSQ enables the Security Officer to review and validate a Subject's personal data and submit it directly to the Case Control Management System (CCMS). The simple step-by-step process of how the Security Officer sets up EPSQ is detailed below.

Stage	Description
1	Choose Security Officer (SO) Edition of EPSQ by double clicking on the SO icon.
2	Select type of Organization: • Military/Civilian • Contractor
3	Complete all required fields.
4	Create User ID and password. Note: We recommend that you establish at least two System Administrator User IDs. This approach enables you to create a backup account. To do this, follow the instructions below:

	Step	Action
	A	Go to: Utilities/System/Administration/Security Officer Users/
	B	Select "Add" button.

5	Complete data fields in the Change User Site Information screen. To do this, go to "Communications/Change User Site Information."	

Getting Started   The following table contains instructions on how to complete Security Information (for example DD1879 or NAC Security Information sheet) using EPSQ.

Step	Step Name	Actions
1	Create Security Information	• Enter Social Security Number (SSN). • Press "Yes" to confirm SSN was entered correctly. • Begin entering data.
2	Modify Security Information	• Enter SSN or press list of User Forms bar. • Highlight name and press "OK" button. • Press "OK" to begin editing form on Module List. • Revalidate work every time you modify a form.
3	Validate Security Information	• Enter SSN or press list of User Forms bar. • Software displays number and nature of errors. • Print Validation report to printer or Print Screen. • Save Validation report. • Use the Modify option to correct ALL errors and revalidate.
4	Print Reports on Security Information	• Enter SSN or press "List of User Forms" bar. • Highlight name and press "OK." • Access report via printer or on screen. • Save the report.

Reminder   Be sure to complete the following steps:

• Validate and print both the User Form and Security Information BEFORE you complete the certification process
• Certify the form BEFORE you attempt to transmit the User Form and the Security Information to DSS

Certifying User Form   The following table provides instructions for certifying the User Form.

Step	Action
1	Go to Certify/Certify User Form
2	Enter SSN or click "List of User Forms" bar.
3	Highlight name and click "OK."
4	Complete date fields and click "OK."
5	Click "Yes" to acknowledge certification.
6	Click "Exit" button and proceed to transmitting the information

Note: You must certify that

- the Security Officer signed the Form,
- the Subject signed the Form, and
- the Subject signed the Authorization for Release

before you complete the certification process.

Mailing Signed Releases & Fingerprint Cards?
When transmitting EPSQ requests, mail the signed release(s) to the address below. Sending the releases to DSS will permit us to scan them into CCMS and promote more efficient investigations. (Releases may be sent together with fingerprint cards when fingerprint cards are required.)

Whether using U.S. Mail or Overnight Delivery Service (i.e., FedEx):

National Agency Records Processing Group (NARP)
Defense Security Service
601 10th Street, Suite 125
Ft. Meade, MD 20755-5134

Transmitting the Information   The following tables provide information on how to transmit the User Form and the Security Information Sheet to DSS via Internet e-mail.

Step	Action
1	Go to Communications/Transmit User Form to DSS/Create Email Attachment
2	Create a file name (e.g., filename.z20) and click "OK".

3	Select no more than five (5) files to be transmitted. (Use the Shift and arrow keys, or the Left Mouse Button to select multiple files.)
4	Click "OK" to export.
5	User is informed of where the prepared file is located.
6	Create an e-mail and attach prepared file.
7	Send e-mail and attached prepared file to DSS at **epsq20@epsq.dss.mil**.

Note: Any message in the e-mail will **not** be reviewed by DSS.

Special Preparations   The following table shows you how to use an Internet Service Provider or a diskette in the transmission process.

Step	Action
1	Go to Communications/Transmit User Form to DSS/Directly to DSS via ISP
2	Select no more than five (5) files to be transmitted. (Use either the Shift and Arrow keys or the Left Mouse Button to select multiple files.)
3	Click "Yes" to send specified files.
4	Click "OK" to confirm connection to the Internet.
5	Click "OK" to acknowledge successful transmission to DSS.

When sending via Diskette

Step	Action
1	Go to Communications/Transmit User Form to DSS/Create Email Attachment
2	Label the diskette with: Return Address. Security Officer's name or other designated point of contact. Telephone number. The last names of the Subject(s) whose EPSQs are contained on the diskette.
3	Create a file name (e.g., a:\filename.z20) and click "OK".

4	Select no more than five (5) files to be transmitted. (Use the Shift and arrow keys, or the Left Mouse Button to select multiple files.)
5	Click "OK" to export.
6	User is informed of where the prepared file is located.
7	• Place the signed copy of the Authorization for Release of Information (and fingerprint card(s), if applicable) in the same envelope as the diskette. • Mail these items, with a self-addressed envelope, to the following address: EPSQ Diskette Processing Defense Security Service 601 10th Street Suite 113 Ft. Meade MD 20755-5134 REMINDER: No diskettes will be returned to the sender. Please ensure that the original data is stored at the sender's security office in the event a resubmission becomes necessary.

Using the DISCO Form 562   The following table provides information on how to create, modify, validate, print, and transmit a DISCO Form 562.

Step	Step Name	Actions
1	Create DISCO Form 562	• Enter SSN. • Click "Yes" to confirm correct entry of SSN. • Begin entering data.
2	Modify DISCO Form 562	• Highlight the 562 Form you wish to modify. • Edit form from Module List. • Revalidate form every time you make a change.
3	Validate DISCO Form 562	• Highlight the 562 Form you wish to validate. • Click "OK" (number and nature of errors will be displayed). • Use "Modify" option to correct all errors and revalidate form. • Print validation report to

		printer or Print Screen. • Save the validation report.
4	Print DISCO Form 562	• Highlight the 562 Form you wish to print. • Click "OK." • Save the report.

Transmitting the DISCO Form 562

The following tables provide information on how to transmit a DISCO Form 562 to DSS.

When using Internet E-mail

Step	Action
1	Go to Communications/Transmit DISCO 562 to DSS/Create Email Attachment
2	Type a file name (e.g., filename.z20) and create a directory for the file.
3	Select files (unlimited number) to be transmitted. (Use either the Shift and Arrow keys or the Left Mouse Button to select multiple files.)
4	Click "OK" to export.
5	User is informed of where the prepared file is located.
6	Create an e-mail and attach prepared file.
7	Send e-mail and attached prepared file to DSS at **epsq20@epsq.dss.mil**.

Note: Any message in the e-mail will **not** be reviewed by DSS.

When using Internet Service Provider

Step	Action
1	Go to Communications/Transmit DISCO 562 to DSS/Directly to DSS via ISP
2	Select files (unlimited number) to be transmitted. (Use either the Shift and Arrow keys or the Left Mouse Button to select multiple files.)
3	Click "Yes" to send specified files.

| 4 | Click "OK" to confirm connection to the Internet. |
| 5 | Click "OK" to acknowledge successful transmission to DSS. |

When sending via Diskette

Step	Action
1	Go to Communications/Transmit DISCO 562 to DSS/Create Email Attachment
2	Label the diskette with: Return Address. Security Officer's name or other designated point of contact. Telephone number. The last names of the Subject(s) whose EPSQs are contained on the diskette.
3	Type a file name (e.g., a:\filename.z20) and create a directory for the file.
4	Select files (unlimited number) to be transmitted. (Use either the Shift and Arrow keys or the Left Mouse Button to select multiple files.)
5	Click "OK" to export.
6	User is informed of where the prepared file is located.
7	• Mail, with a self-addressed envelope, to the following address: EPSQ Diskette Processing Defense Security Service 601 10th Street Suite 113 Ft. Meade MD 20755-5134 REMINDER: No diskettes will be returned to the sender. Please ensure that the original data is stored at the sender's security office in the event a resubmission becomes necessary.

Please read the Security and Privacy and 508 Accessibility Notice

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